

## Techmasters Constitution (Proposed: February 12, 2017)

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### **Article I. Purpose of Organization**

The Techmasters have three primary functions:

1. To serve the Phillips Academy community in the area of Technology. To this end the Techmasters are committed to providing computer assistance and training to all students and faculty.
2. To serve the community as positive role models in the use of Technology.
3. To further the knowledge and skills of its members through training programs and through the organization's role as a forum for technical discussion.

### **Article II. Board Positions**

#### **Section I. Role**

The Techmasters Board is charged with leading and guiding the organization. The Techmasters Board must provide for the training and guidance of Techmasters, run elections, serve in the routine decision making process, and set the direction of the organization.

#### **Section II. Organization of Board**

1. The Techmasters Board may not exceed seven people.
2. All board positions except for President and Assistant President may be edited, added, or deleted by a vote of 2/3 of the current board members.

3. President and Assistant President have Constitutional responsibilities and privileges which cannot be modified; however, by a 2/3 vote of the Board responsibilities beyond those specified by this Constitution may be added and removed.
4. Current board positions and members must be publicly posted on PAnet (or its official replacement) and the most widely-used public website of Techmasters.

### **Section III. Positions and Responsibilities**

1. The positions listed herein are the only ones that this Constitution requires for the Techmasters.
2. President
  - (a) The President is responsible for the organization and the actions of all organization members while acting under Techmasters auspices or using Techmasters equipment.
  - (b) The President is responsible for the agenda of all Board and General Meetings.
  - (c) When present, the President chairs Board Meetings and general Techmasters Meetings.
  - (d) The President is responsible for ensuring that each Board Member's areas of responsibility and projects progress smoothly.
  - (e) The President is responsible for ensuring that all Techmasters assets, including but not limited to any hardware devices, domain names, cloud services, apparel, and funds allocated to the organization, are properly managed.
  - (f) The President serves as the primary contact between the club and the Administration, Faculty Advisors, and Technology Department.
  - (g) The President may appoint committees for specific tasks made up of Techmasters and may name a head to such committees.
  - (h) The President may dissolve any committee and replace any committee head.
  - (i) Co-Presidents are permitted, but no more than two may share the position.
3. Assistant President
  - (a) The Assistant President is responsible for ensuring that attendance records are kept for Board Meetings and general Techmasters Meetings.
  - (b) The Assistant President is responsible for ensuring that the Techmasters Archive is properly maintained. The Archive shall include, to the extent possible, historical versions of the Techmasters Constitution, website snapshots at each Board turnover, a record of all emails that are sent to the entire organization, and a listing of all past Board Members.
  - (c) The Assistant President becomes President upon the removal or resignation of the current President.
  - (d) The Assistant President chairs any Techmasters or Board Meeting in the absence of the President.

- (e) The Assistant President may also handle all other responsibilities delegated by the President.

## Section IV. Election of Board Members

1. Each school year, elections for all Board Members must be held before the end of the Winter Trimester. If the School Administration ceases to follow a Trimester-based schedule, such elections must be held before March 10.
2. Elections must be announced by an email to the entire organization at least one week in advance, and, again, between 12 and 72 hours in advance.
3. The Board shall take reasonable measures to ensure that all eligible Techmasters have the opportunity to cast a vote.
4. Any Techmaster may run for any Board Position, provided that he or she has read, understood, and agreed to follow and uphold this Constitution.
5. Running for more than one position is permitted, though the candidate should publicly rank the positions in order of his or her preference.
6. Candidates must each be permitted to give a speech not exceeding two minutes.
7. Votes must be cast on anonymous written ballots.
  - (a) Voting eligibility is defined by the third Clause in the first Section of the third Article.
  - (b) All votes must be collected in one opaque envelope, sealed by the end of the election in the presence of all Techmasters present at the election.
  - (c) The envelope shall then be signed by all Techmasters present at the election.
  - (d) The envelope must remain sealed until opened and counted in the presence of the Faculty Advisor and a quorum of the current Board, a quorum being defined as 2/3 attendance of all Board Members.
8. A winner for each position is determined by Instant Runoff Voting.
  - (a) In the event of a tie between candidates while attempting to eliminate candidates, the lower votes shall be used as a tiebreaker.
  - (b) Club members may rank as many candidates as desired.
  - (c) Should a single candidate win multiple elections, the candidate shall take the office he or she ranked first; the candidate shall be eliminated from ballots for other races and then those races shall be resolved again.
  - (d) Should multiple candidates win multiple elections, the candidate winning President shall be handled first, then the candidate for Assistant President, and finally candidates for other positions, in an order decided and disclosed in advance by the Board.
9. Prior to the election, the Board must publicly designate the time at which the new Board takes office.

- (a) Such time must be no earlier than the election itself, and no later than 7 days after the commencement of the Spring Trimester.
  - (b) If the School Administration ceases to follow a Trimester-based schedule, such time must be no later than April 1.
10. Votes must be counted and election results must be announced by an email to the entire organization within 10 days of the election, and no later than the Board turnover time designated pursuant to the ninth Clause of this Section.
11. The outgoing Board shall provide all reasonable assistance requested by the incoming Board in order to facilitate the Board turnover. Unless a separate agreement has been reached with the explicit consent of the incoming President, at least the following must occur no later than the Board turnover time designated pursuant to the ninth Clause of this Section:
- (a) The outgoing President must provide a listing of all known Techmasters assets, including but not limited to any hardware devices, domain names, cloud services, apparel, and funds allocated to the organization, to the incoming President.
  - (b) The outgoing Board must transfer the full control of all Techmasters assets, whether physical or digital, to the incoming Board.
  - (c) The outgoing Assistant President must transfer a full copy of the latest Techmasters Archive, and all available attendance records, to the incoming Assistant President.

## **Section V. Removal of Board Members; Filling Vacancies**

1. The club may remove any Board Member by a 2/3 vote of the entire Techmasters Organization. Voting eligibility is defined by the third Clause in the first Section of the third Article.
2. Notwithstanding the first Clause of this Section, the President shall not be removed by a vote in the first 30 days of the school year without the consent of 2/3 of the entire Board.
3. All Board Members except the President can be removed by a 2/3 vote of the entire Board.
4. Notwithstanding the first and third Clauses of this Section, no Board Member, except for the President, may be removed by a vote in the first 30 days of the school year without the consent of the President.
5. The President may appoint any Techmaster to fill a vacancy on the Board with the consent of the majority of board members; or, at his option, call a special election of the full club membership.
  - (a) This Clause shall not be construed to allow for the addition of new Board positions outside of the process provided for by the second Clause in the second Section of the second Article.

## **Article III. Procedures**

### **Section I. General Meetings**

1. Chaired by the President or the Assistant President.
2. Votes
  - (a) A formal vote on a topic may be proposed by any Techmaster with the consent of the President.
  - (b) Formal votes on a topic may only occur when a quorum of members are in attendance, a quorum being defined as 1/2 attendance of Techmasters eligible to vote.
  - (c) In a vote, all Techmasters receive one vote regardless of class.
  - (d) A measure passes with a majority vote of the Techmasters present.
  - (e) Votes must be carried out through anonymous written ballot.
3. Eligibility for voting and other membership privileges requires:
  - (a) Attending at least four of the past six regularly scheduled meetings, or
  - (b) Attending at least 2/3 of the meetings so far in the school year, or
  - (c) A special grant of eligibility by board vote, and qualifying for work duty credit the previous term (whether Techmasters was actually the work duty or not) or being signed up for Techmasters as a work duty in the current term (and currently being on-track to receive credit).
  - (d) Upon a violation of the Acceptable Use Policy, a member may lose membership privileges by 2/3 board vote.

### **Section II. Board Meetings**

1. Chaired by the President or the Assistant President
2. Formal votes on a topic may only occur when a quorum of members are in attendance, a quorum being defined as 2/3 attendance of all Board Members.
3. The President, or the Assistant President with the President's explicit consent, must be present for a formal vote to occur.
4. In a vote, all Board Members receive one vote regardless of position.
5. A measure passes with a majority vote of the Board Members.

## **Article IV. Amendments**

1. Amendments must be proposed by board vote, possibly at the request of a Techmaster or other involved party.
2. Amendments must be ratified by 2/3 vote of the eligible membership.

- (a) Votes must be cast on anonymous written ballots, following the procedures outlined by the seventh Clause in the fourth Section of the second Article.
  - (b) Voting eligibility is defined by the third Clause in the first Section of the third Article.
- 3. New amendments must be announced at the next General Meeting, and by an email to the entire organization within 7 days of the passage of the amendment.
- 4. All versions of the Techmasters Constitution that have ever been in force since March 4, 2008, including but not limited to this Constitution, must be preserved and publicly posted on PAnet (or its official replacement) and the most widely-used public website of Techmasters.
- 5. In the two weeks following the passage of this Constitution, the Board may vote to amend it as desired in order to remedy errors and omissions, such right to last no later than April 1, 2008 and to terminate, if still existent, upon entry into office of a new Board.

PROPOSED